

Provider Enrollment and Portal Set-Up Instructions

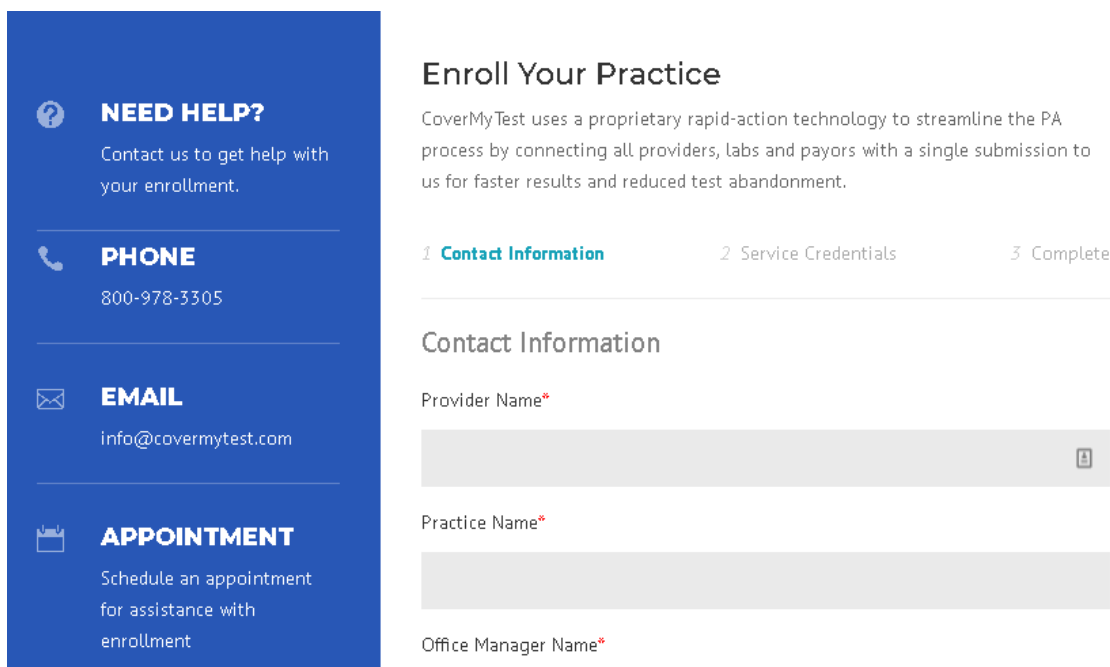
To start using CMT’s prior authorization rapid-technology solution, you must first follow the steps outlined in this document to both enroll your practice and get set up in the CMT portal.

We’ve provided detailed information to make this process easy to do, but if you need assistance at any point, you can contact CMT in a variety of ways, including:

- **Phone:** 800-978-3305
- **Live Chat:** You can have a live conversation by texting with a CMT representative
- **Email:** info@covermytest.com
- **Appointment:** You can schedule an appointment for a CMT representative to call you at the day and time of your choosing

Step 1

Go to **Provider Portal** at covermytest.com/provider-portal and fill out the “Enroll Your Practice” form



The screenshot shows a blue sidebar on the left with four contact options: 'NEED HELP?' (with a question mark icon), 'PHONE' (with a phone icon), 'EMAIL' (with an envelope icon), and 'APPOINTMENT' (with a calendar icon). The main content area is titled 'Enroll Your Practice' and includes a description of the technology. Below this is a progress bar with three steps: '1 Contact Information' (highlighted in blue), '2 Service Credentials', and '3 Complete'. The 'Contact Information' section contains three text input fields: 'Provider Name*', 'Practice Name*', and 'Office Manager Name*'. Each field has a small 'i' icon on the right side.

Step 2

Once you have completed the enrollment form, you will see the screen here, which confirms your form submission.

This screen also lets you know that you will receive an email from DocuSign to review and sign the CoverMyTest BAA. (You have the option to use your own BAA if you prefer.)

Your submission was successful!

Next, you will need to provide a Business Associate Agreement (BAA). There are two ways to do this:

Signing the CoverMyTest BAA (preferred): Everyone who has completed the enrollment form will automatically receive an email sent from DocuSign with the CoverMyTest BAA to sign and submit. (The subject line of that email will be "Please Sign the CoverMyTest BAA.") Once submitted through DocuSign you will have completed the enrollment process.

Submitting your own BAA: If you prefer to submit your own BAA you will be able to do so through a link you'll see in the enrollment confirmation email. That link will take you to a page for uploading your BAA. Once uploaded, you will receive a second email that has an authorization form to sign and submit. (Please note that both of these emails will be sent to you from DocuSign.) Once that second document has been submitted, you will have completed the enrollment process.

What is a BAA?

A Business Associates Agreement (BAA) is a document which satisfies HIPPA regulatory requirements. To complete a Prior Authorization on your behalf, Personal Health Information (PHI) is exchanged. By signing the BAA, your provider's office and CoverMyTest are safeguarded from risk.

After receiving the BAA by email, DocuSign allows your office to electronically sign the BAA. Next, you will need to review and sign a certificate that states CoverMyTest only acts as an "administrative agent" and does not make clinical decisions.

What you can do if you prefer to use your own BAA

If you prefer to use your own BAA, you will be able to do so through a link in the enrollment confirmation email you receive. That link will direct you to a page that is specific to your account.

You will then have one more step to take: You will receive another email generated by DocuSign that has a Referral Certification and Authorization document to sign and submit.

This document authorizes CMT to perform administrative duties for Prior Authorizations, Referral Certifications and Notifications.

Step 3

One-Time Verification of Your Accounts with AIM, Optum and Beacon

To use the CMT portal you must first have accounts created in each of the above portals.

Note that you will need to have an Optum account before you can create a Beacon account—we've provided information to create (and verify) each in this order, below.

Additional note: For practices that already have these accounts set up as well as those that will be setting up one or more at this time, be sure to have your account information available for all three portals (AIM, Optum and Beacon) so that you can easily share them with a CMT representative.

This is the information you'll need at hand:

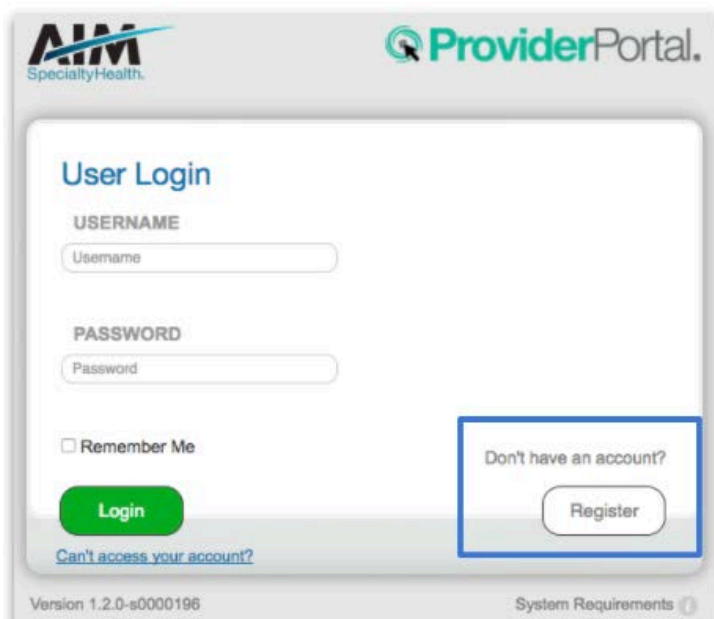
- Login username, password and security questions for each account
- Practice NPI number, tax ID and other practice information for your Beacon account

Once all of your accounts have been set up, a CMT representative will be prompted to call you to verify your credentials for each.

1. AIM Account

If you have an existing AIM account, make sure you can log in to it.

If you do not have an AIM account you will need to create one at providerportal.com



The screenshot shows the 'User Login' page for AIM SpecialtyHealth's ProviderPortal. The page includes a 'Username' field, a 'Password' field, a 'Remember Me' checkbox, a green 'Login' button, and a 'Register' button. A blue box highlights the 'Register' button, with a blue arrow pointing to it from the right. The page also features a 'Can't access your account?' link and footer information including 'Version 1.2.0-s0000196' and 'System Requirements'.

Contact Web Customer Service

AIM Specialty Health
(800) 252-2021

1. User Details

FIRST NAME	LAST NAME	USER ROLE
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
ORGANIZATION NAME		
<input type="text"/>		
ADDRESS 1		
<input type="text"/>		
ADDRESS 2 (optional)		
<input type="text"/>		
CITY	STATE	ZIP CODE
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
EMAIL ADDRESS		
<input type="text"/>		
PHONE	EXT (optional)	FAX
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Login Information

USERNAME

PASSWORD

- ✓ Between 8 and 15 characters long
- ✓ At least one uppercase letter

CONFIRM PASSWORD

- ✓ At least one lowercase letter
- ✓ At least one number (0-9)
- ✓ Cannot contain spaces, single quotes, or double quotes
- ✓ Cannot be the same as Username

SECURITY QUESTION 1

ANSWER

SECURITY QUESTION 2

ANSWER

SECURITY QUESTION 3

ANSWER

SECURITY QUESTION 4

ANSWER

SECURITY QUESTION 5

ANSWER

3. Health Plan Details

Please select a User Role first

4. Terms of Service

I Agree to the Terms of Service

2. Optum Account

Reminder: An Optum login is needed to access a Beacon account, which is also required by CMT.

If you have an existing Optum account, make sure you can log in to it. **Note:** If you haven't already, you will need to select the "Genetic and Molecular Testing Prior Authorization" box in order to go to the Beacon portal.

Secure | <https://www.uhcprovider.com>

MENU UnitedHealthcare® What can we help you find? SEARCH

MEMBERS FIND DR. LINK NEW USER SIGN IN

Resources for physicians, administrators and healthcare professionals

Hello!

Welcome to your new home for the latest news, policy information and access to Link self-service tools for care providers.

[Learn More About Site Features](#)

Claims and Payments [Learn More](#)

Eligibility and Benefits [Learn More](#)

Policies and Protocols [View Current](#)

Prior Authorization and Notification [Learn More](#)

Sign In With Your Optum ID

Optum ID or email address

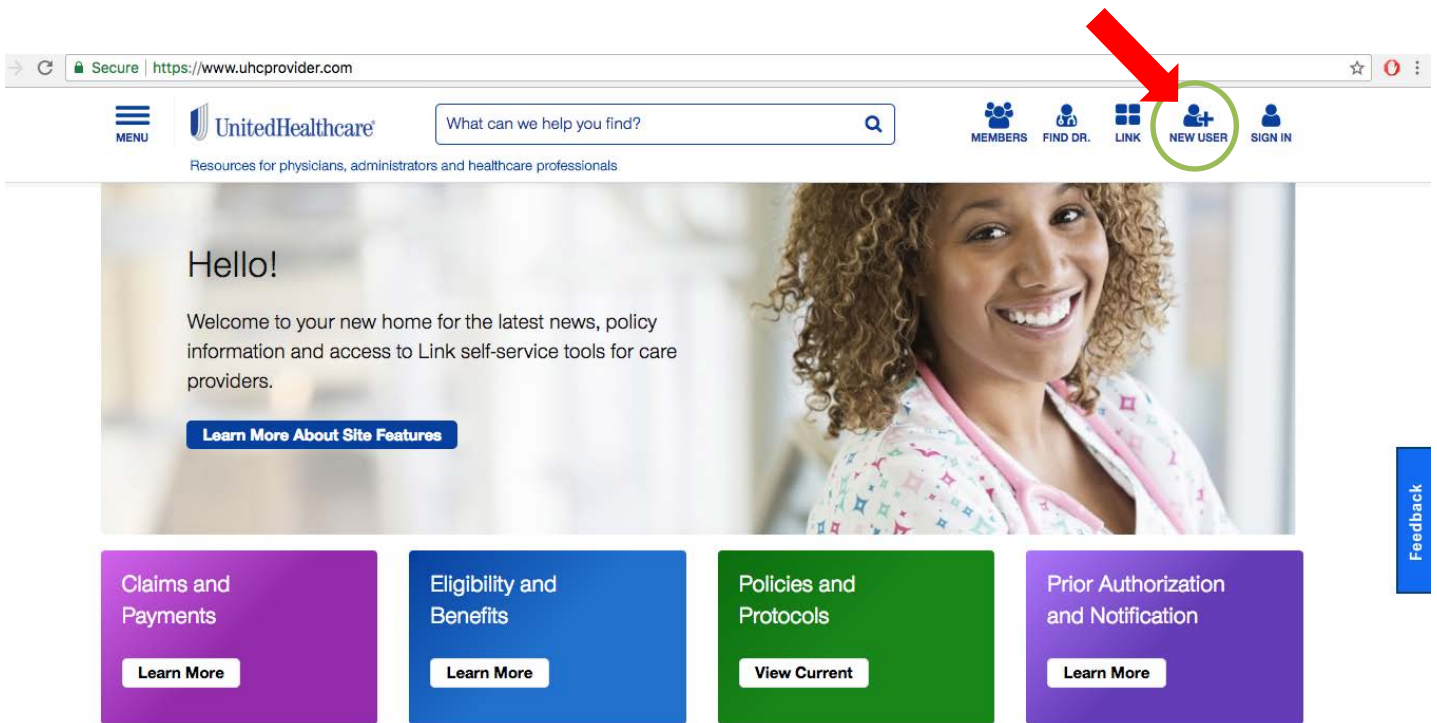
Password

[Sign In](#)

[Forgot Optum ID](#) | [Forgot Password](#)

Additional options:
[Manage your Optum ID](#)
[What is an Optum ID?](#)

If you do not have an Optum account you will need to create one at [uhcprovider.com](https://www.uhcprovider.com) and click the **New User** tab, as shown here.



New User Registration

Create an Optum ID

In order to access secure content on UHCprovider.com or to access [Link](#) self-service tools to submit claims, verify eligibility or to check for prior authorization requirements, you first need to have an Optum ID that has been connected to the Tax ID of your practice, facility or organization.

Video: [Accessing Link via UHCprovider.com](#)

Need an Optum ID? Please [register](#) to create your Optum ID.

Have an Optum ID, but need to connect a Tax ID? To start the process, [sign in](#) with your Optum ID on UHCprovider.com and click "No" when asked if you received a registration letter that included a security code. From that point, complete the required fields for the form as prompted. For help see the [Accessing Link - Quick Reference Guide](#).

Need help accessing certain applications on Link? If you are unable to access specific Link Self-Service application using your Tax ID connected Optum ID login, please contact your organization's practice administrator – they are the only ones able to manage and make changes to account access.

Sign In With Your Optum ID

Optum ID or email address

Password



[Forgot Optum ID](#) | [Forgot Password](#)

Additional options:

- Create an Optum ID
- Manage your Optum ID
- What is an Optum ID?



Important: Once inside the system, select the “Genetic and Molecular Testing Prior Authorization” box, pictured here, in order to next go to the Beacon portal.

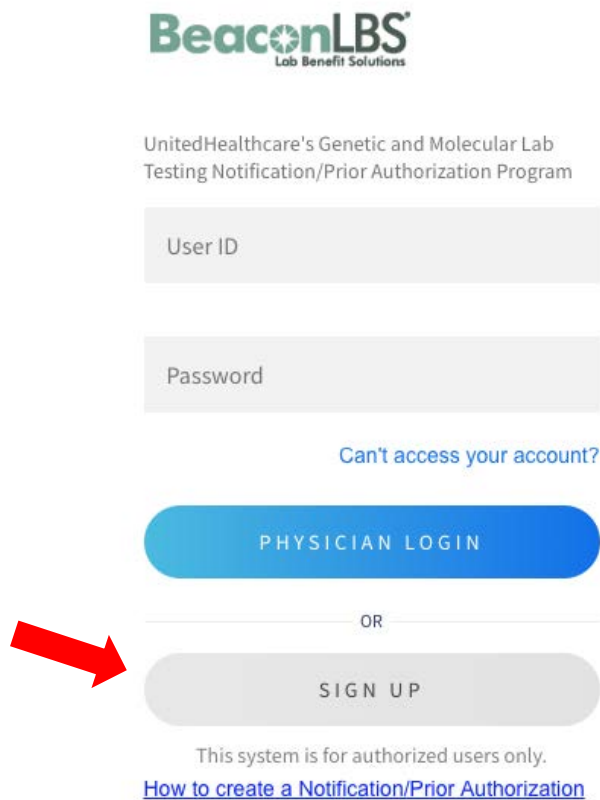
<p>*required</p> <p>*Confirm Payer Name (Insurance Company)/Payer ID UnitedHealthcare - 87726</p> <p>*Member ID MM/DD/YYYY</p> <p>*Date of Birth MM/DD/YYYY</p> <p>First Date of Service MM/DD/YYYY</p> <p>Last Date of Service MM/DD/YYYY</p> <p><small>Leaving the date blank defaults to today's date & returns current, past or future policies; or enter date range up to 6 years in the past or 12 months in the future.</small></p> <p>More Search Options <input type="button" value="Search"/></p>		UnitedHealthcare Eligibility & Benefits <i>Retiring 06/30/2018</i>	Prior Authorization and Notification	UHC On Air	
Electronic Payments & Statements	My Practice Profile	UnitedHealthcare Oxford	UHCprovider.com Policies, News Guides & More	Link Resource Library	UnitedHealthcare Community Plan
UMR	Care Conductor	CAQH ProView™	UnitedHealthcare Online <i>Retiring Soon</i>	CoverMyMeds	UnitedHealthcare of the River Valley
Health Plan of Nevada	UnitedHealth One	UnitedHealthcare Manage My Account	referralLink Limited Use <i>Retiring Soon</i>		
Genetic & Molecular Testing Prior Authorization	Optum Physical Health				



3. Beacon Account

If you have an existing Beacon account, make sure you can log in to it.

If you do not have a Beacon account you will need to create one at beaconlbs.com/lbs-web/lbs/authentication/public/mglogin and click on **Sign Up** to do so. You will need to enter your practice NPI number, tax ID and other practice information.



The image shows a screenshot of the BeaconLBS login and sign-up page. At the top is the BeaconLBS logo with the tagline 'Lab Benefit Solutions'. Below the logo is the text 'UnitedHealthcare's Genetic and Molecular Lab Testing Notification/Prior Authorization Program'. There are two input fields: 'User ID' and 'Password'. Below the password field is a link that says 'Can't access your account?'. There are two buttons: a blue button labeled 'PHYSICIAN LOGIN' and a grey button labeled 'SIGN UP'. A red arrow points to the 'SIGN UP' button. Below the buttons is the text 'OR' and a link that says 'How to create a Notification/Prior Authorization'. At the bottom of the form is the text 'This system is for authorized users only.'

You have now completed all of your CMT enrollment set-up steps! Next, a CMT representative will call you to verify your credentials for all three of your accounts. Then you can begin using our PA rapid-submission solution.